

4. Action

a. Area/Station Commanders

(1) Will ensure that the contents of this Order are disseminated to all facility occupants within their respective area/station.

(2) Ensure the quarterly cyclic maintenance schedules provided by Base Maintenance are disseminated.

(3) Ten days prior to the beginning of each quarter, provide a listing to the Base Maintenance Officer of any changes to the list of buildings scheduled for cyclic maintenance.

(4) Designate a point of contact for the Cyclic Maintenance Program.

b. Facility Occupants

(1) Conduct an inspection of the facility at least five (5) working days prior to the scheduled cyclic maintenance team's visit and complete a Cyclic Maintenance Building Discrepancy List.

(2) Designate an individual representative of the facility to jointly conduct with the Cyclic Maintenance Team Leader a pre- and post-visit inspection.

(3) Ensure a command representative is available to unlock secured areas.

(4) Ensure that furniture, materials and supplies are moved away from the work areas.

c. Base Maintenance Officer. Establish a Cyclic Maintenance Program in accordance with this Order.

5. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, 2d Marine Division, FMF, 2d Force Service Support Group (Rein), FMF, 6th Marine Amphibious Brigade, FMF, and the Commanding Officers, Marine Corps Air Station, New River, Naval Hospital and the Naval Dental Clinic.


M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: A plus
MCAS (117)
MCES (6)
MCSSS (6)

GUIDELINES FOR SCOPE OF CYCLIC MAINTENANCE

The work listed below is a generalization of work accomplished by the Cyclic Maintenance teams. It should be understood that a certain degree of flexibility should be maintained as to the extent of accomplishment and discretion exercised by the foreman at the job site, based on the emergency and extent of the work to be done. Items mentioned, when representing a major work problem, will be reported as deficiencies by the foreman to the tenant unit representatives.

Structural

1. Adjust or repair doors, window, screens and hardware, e.g., locks, panic hardware, closers, blinds and hinges. This includes maintenance of rollup doors and crank type windows, window arms and hinge shoes.
2. Lubricate friction parts of all door and window hardware.
3. Repair or replace panels, boxes and comm boxes, insect screening, splines and window glass, screen clips and putty. This item is accomplished with limitations to individual problems. When multiple breakage occurs, a deficiency report will be submitted.
4. Repair or replace broken masonry items, e.g., gouged concrete decks, broken window sills, thresholds and block surfaces, where the deficiency is of a minor nature.
5. Stop leaks in buildings of a minor nature.
6. Replacement and painting of deteriorated wood on an individual basis.
7. Painting of newly installed wood or metal portions of windows, doors, jambs and partitions.
8. Replace missing hardware, mirrors and toilet accessories.
9. Replace broken or missing ceramic tile and asphalt floor tile where condition involves a small number of pieces.
10. Replace and paint broken or missing wall board or ceiling acoustical tile where one or two pieces are involved.
11. Prime and paint ferrous metal items on an individual basis where advanced rust or corrosion may cause excessive loss to the government.
12. Replace or repair (including priming and painting) hot air registers and grille parts.
13. Block off openings, caused by wear and tear, in temporary buildings for rodent-proofing purposes.
14. Maintain hurricane cables, tie downs and shutters.
15. Secure loose steps, approaches, wind walls, metal door and window frames.
16. Secure loose metal siding and flashings on quonset and Butler buildings; make minor replacements only.
17. Apply caulking or mastic to ward off moisture and rust on metal buildings around eyebrows, doorways, window glass, stacks and jacks. Individual items only; major deficiencies of this nature will be reported.
18. Replace missing safety fuse links.

ENCLOSURE (1)

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Plumbing

1. Unplug drains, toilets, urinals and sinks.
2. Stop leaks, replace washers, diaphragms. Repair, adjust or replace drain covers, trap strainers, plumbing fixtures, e.g., faucets, showerheads, valves, tank parts, bibs and accessories.
3. Adjust valves, toilets, lavatory supports, commode and urinal anchors.
4. Replace pipe insulation, minor.

Electrical

1. Adjust or replace fixtures, boxes, switches, breakers, receptacles, bulbs, globes, tubes, starters, ballasts and fuses.
2. Check and maintain exhaust fans.
3. Check secondary connections and report deficiencies.
4. Check and maintain equipment connections (except boiler rooms).
5. Remove unsafe extension cords, plugs and unauthorized connections.
6. Fire Alarms: Replace switches, covers, bells and glass for fire alarms.

ENCLOSURE (1)

CYCLIC MAINTENANCE BUILDING DISCREPANCY CHECKLIST

BLDG# _____ Date _____

Carpentry

Items Repaired	Unit	Quantity Repaired	Quantity Replaced
Doors, Wood	EA		
Hinges	EA		
Lock	EA		
Door Closer	EA		
Push Bars	EA		
Pull Handles	EA		
Screen Door Springs	EA		
Thresnoid Strips	EA		
Door Stop	EA		
Door Casing	LF		
Screen Doors	EA		
Shoe Molding	LF		
Base Board	LF		
Access Covers	EA		
Window Locks	EA		
Window & Door Lights	EA		
Cabinet Catchnes	EA		
Capinet Door	EA		
Sheetrock Walls & Ceiling	SF		
4x8 wall Paneling	SH		
Door Bumper	EA		
Head Bolt	EA		

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Carpentry Cont.

Items Repaired	Unit	Quantity Repaired	Quantity Replaced
Foot Bolt	EA		
Panic Bar	EA		
Door Stop, Hook Type	EA		
Hand Rail	EA		
Floor Tile	SF		
Spirex Window Balancer	EA		
Ceiling, Acoustical Tile	EA		
Ceiling Tiles, Suspended	EA		
Mirrors	EA		
Lavatory Shelf	EA		
Vent Covers	EA		
Caulk	LF		
Toothbrush Holder	EA		
Soap Dish	EA		
Commode Partitions	EA		
Weather Strip	EA		

ENCLOSURE (2)

Electrical

<u>Items Repaired</u>	<u>Unit</u>	<u>Quantity Repaired</u>	<u>Quantity Replaced</u>
Ballast	EA		
Flo Tubes	EA		
Flo Fixture	EA		
Incandescent Bulbs	EA		
Receptacles	EA		
Receptacie Covers	EA		
Switches	EA		
Switch Covers	EA		
Blank Covers	EA		
Lens Covers	EA		
Globes	EA		
Fan Motor (BATH)	EA		

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Plumbing

Items Repaired	Unit	Quantity Repaired	Quantity Replaced
Lavatory	EA		
Stems	EA		
Supply Lines	EA		
Replace "O" Rings	EA		
Replace "P" Traps	EA		
Sink Stoppers	EA		
Bio Washers	EA		
Service Sink Faucet	EA		
Urinal Flush Valve	EA		
Spud	EA		
Urinal	EA		
Unstop Urinal	EA		
Vacuum Breaker	EA		
Commode Seats	EA		
Commode	EA		
Flush Valve, Commode	EA		
Toilet Tissue Holders	EA		
Unstop Drains	EA		
Drain Covers	EA		
Shower Head	EA		
Seal, Commode/Urinal	EA		

ENCLOSURE (2)

Masonry

Items Repaired	Unit	Quantity Repaired	Quantity Replaced
Tile, Floor	SF		
Ceramic Tiles, Wall	SF		
Patch Plaster	SF		
Patch Concrete	SF		
Patch Cracks	LF		
Quarry Tile	SF		
Holes	EA		

Painting

Items Repaired	Unit	Quantity Repaired	Quantity Replaced
Spot Paint	SF		
Spot Paint	LF		
Prime & Paint New Mat.	SF		
Prime & Paint New Mat.	LF		

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FOLLOW-UP WORK 05

LIST OTHER DISCREPANCIES THAT DO NOT FALL UNDER CYCLIC MAINTENANCE CRITERIA;
LISTING THE ITEM, SIZE AND LOCATION.

CARPENTRY/PAINT:

MASONRY/PLASTER:

ELECTRICAL/PLUMBING:

METAL WORK:

CREW LEADER _____ BLDG. _____

USER SIGNATURE _____ DATE _____

ENCLOSURE (2)